

John W. King
New Hampshire Law Library
Interlibrary Loan Policy

Contact Information

Brian Haley – Reference Librarian (Main Contact)
Mary Searles – Law Librarian (Alternate Contact)

John W. King
New Hampshire Law Library (Code HRBE)
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P (603) 271-3777
F (603) 513-5450
lawlibrary@courts.state.nh.us
www.courts.state.nh.us/lawlibrary
nhlawlibrary.blogspot.com
Open M-F, 8:30-4:30 except court [holidays](#)

Borrowing Libraries

Any library may borrow materials.

Making an Interlibrary Loan Request

The New Hampshire Law Library accepts ALA-approved forms (via email, fax, mail, or van service), email requests, and phone calls. If you are a NHAIS library please submit your loan requests on the ILL system through NHU-PAC.

Materials We Lend

The New Hampshire Law Library is a research library and most of the collection cannot circulate. We encourage libraries to make their requests, however, and if the item does not circulate, we will do our best to fulfill the request by photocopying pages, making suggestions for other materials, etc. We will be glad to work with the lending library and, if needed, the requesting patron to help fulfill the loan request.

Loan Period

The New Hampshire Law Library loan period is 30 days. We accept renewals via email to lawlibrary@courts.state.nh.us. If the item cannot be renewed, we will indicate that on the ILL slip.

Making Requests - Photocopies

The New Hampshire Law Library accepts ALA-approved ILL forms (via mail, fax, email, or van service), email requests, and phone calls. If you are a NHAIS Library please submit your photocopy requests on the ILL system through NHU-PAC.

Requests over 50 pages will be filled at the library's discretion.

All libraries are responsible for compliance with the copyright law and its accompanying [CONTU](#) guidelines, and shall inform its users of the applicable portions of the law. An indication of compliance shall be provided with all copy requests.

Turnaround Time For Requests

The Law Library is not open nights or weekends. We will respond to ILL requests within two business days by filling the request, denying the request, or acknowledging reserve of the material.

Delivery Of Materials

For transactions with libraries that receive NHSL Van Delivery, that is our preferred method of delivery. The Law Library receives van delivery on Tuesdays and Fridays. We will also send materials by U.S. mail; there is no charge for postage. Staff members of the requesting library may pick up materials, but patrons may not.

Photocopy requests may be sent by fax or email as well as through the van delivery or U.S. mail.

Return Of Materials

For transactions with libraries that receive NHSL Van Delivery, that is our preferred method of return. The Law Library receives van delivery on Tuesdays and Fridays. Materials may also be returned by U.S. mail. Staff members of the returning library may drop off materials, but patrons may not.